

**Space Family Education, Inc.
Board of Director's Open Meeting**

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

Ms. Hirning is working on the summer staffing and migration plans, and she's planning to have it by next month.

Operations

Facility:

The Childcare Center recently passed NASA's annual safety inspection, which took place last Friday. There were minor things cited by the inspector and NASA will take care of it. The NASA people said that the old buildings, buildings 210 and the annex, would be taken down and hauled away by this September. Ms. Hirning had asked Mr. Bob Hall (NASA liaison) to work on getting us something else for next year summer camp (summer 04).

Special Events:

The Easter Bunny will visit the children today.

Teacher Appreciation week is May 12-16.

Graduation (Kindergarten and Pre-K) is May 21st.

Other:

Ms. Hirning is having a hard time finding a school bus to lease for the summer. She had called everyone and had no success. Rental place quotes were very expensive and insisted on providing the drivers. Ms. Hirning said that she found a company in Dallas that sell used buses, and that a used 24-passenger bus would cost about \$22-25K. Ms. Hirning said that she would need a bus for summer fieldtrips, and that the NASA's vans are not allowed for transporting school children. Ms. Hirning said that a larger bus would allow her take on more summer camp kids. Ms. Lewis cited that a bus would be very useful in an emergency evacuation. Ms. Gomez questioned the extra costs for insurance and maintenance. Other issues were discussed regarding how to go about purchasing a bus in Dallas, how to inspect it, any warranty on a used bus, insurance, etc.... Mr. Hirning believes that her husband might be able to help with the inspection or to find some one in Dallas to do the inspection. Mr. Nguyen asked whether Ms Hirning had checked with local school districts about leasing

a bus from them. Ms. Hirning said that local school districts do not do that, and that they use their buses in the summer too. Ms. Lewis feels that the Center needs to have its own bus. The Board has the action to review next year budget to see whether it could afford to pay approximately \$25K for a school bus. Ms. Hirning will find some help in arranging for the bus purchase, possibly getting the bus here to be inspected before we buy it, and too look into some kind of warranty on the bus. Ms. Hirning stated that she would need to have a bus by June.

Committees Report

Education Curriculum

New curriculum has arrived. The teachers will look through it first and will use it starting May 1st.

Playground

Ms. Schroeder reported that she had received receipts totaling about \$760 from Mr. Bryan Kelly for the construction materials for the playground. Ms. Schroeder reported that the Childcare Center received about \$400 in donations from parents for the Workday. Ms. Hirning suggested getting a gift certificate to thank Mr. Kelley and others (his tools buddies) for building the Drama Center. The Board approved a \$50 Home Depot gift certificate.

Newsletter and Webpage

Ms. Hirning reported that the newsletter is in printing.

Ms. Vandersand questioned whether the old meeting minutes and reports on the webpage should be archived, instead of having minutes and reports from past years listed. Mr. Nguyen and Ms. Moreland thought that only minutes and reports from current year are listed with links, and previous years data are in an archived directory. Ms. Moreland will look to see what are on the webpage and correct it as such.

Room-1

No problem to report. Parents love the teachers.

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

Ms. Lewis reported that she is working with Ms. Hirning to get the room assignment for next year, and that she will send out a notice soon. Ms. Lewis will need to know who will be leaving in the summer to work up a migration plan and schedule. Ms. Lewis reported that the Center would take in 10 new infants for next year. Ms. Lewis answered to a question in the room that the Center still would have two Pre-K rooms next year. Ms. Lewis would make sure that the new Pre-K parents are aware of the fact that the Center might not have room in Kindergarten to accommodate all children in the two Pre-K rooms.

Ms. Lewis believed that the room assignment would remain the way it is to ease with the migration each year.

Ms. Hirning asked when would the Parents Handbook need to be done. Ms. Lewis answered that they are needed in time for the new summer addition. Ms. Hirning suggested adding a new requirement in the Handbook requiring parents to submit in writing whenever they have someone other than the parents picking up the children. The new policy was questioned and discussed, and it was agreed by everyone that it is not needed. All those authorized by parents and are already on the gate List are allowed to pick up/drop off the children without needing any additional paperwork.

Treasurer (Laurie Garcia)

Ms. Garcia reported that the financial report is not finished yet, but things are still looking good. Ms. Garcia reported that the staff health insurance will increase significantly (will expire and change over on May 1st), and that she would gather all the data to work up a budget for next year. Ms. Garcia is planning to hold the Budget meeting in the first week of May. She is still waiting on cost for the enrichment teacher for the budget.

Ms. Garcia would work up the bus costs in the budget too.

Secretary (Louis Nguyen)

Omitted in the March meeting minutes was that Mr. Nguyen submitted a proposed amendment (#11) to change the membership renewal date from June 1st to September 1st and to correct the proration of the membership fee to quarterly instead of monthly.

On April 8th Mr. Nguyen sent out a call for nomination for candidates for the Board of Directors. The nominations are due by May 15th, and the candidates will be introduced at this year's General Membership Meeting, which will be held on Tuesday, June 3rd. The election

for the Board of Directors will be held from June 3rd through June 14th, and the election result will be sent out on June 15th.

This year election will be done electronically through a website provided by the Human Resources Office. Each member (one per family) will receive an email invitation with an authentication key to be able to access the election page to vote, only once. Mr. Nguyen will provide the HR Office with all the necessary information on the candidates in time for the election. As a result, any future survey/questionnaire can be done electronically using the HR program/software.

Ms. Lewis (and the other Board members participated in a TEST of the on-line survey/election) reminded Mr. Nguyen to fixed the setup to allow selection of only five candidates (i.e. cannot vote for more than five candidates).

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez mentioned that the NASA inspection pointed out that the Childcare Center has some hazardous materials such as bleach and Roundup insecticides that are not disclosed on a Hazardous Material List. Ms. Gomez will make one to comply with the safety requirement.

Ms. Lewis asked whether we would need a storage building for such materials after the old buildings are removed. Ms. Gomez explained that NASA only wanted a Hazmat List and not necessary a special storage solution.

SFEI Members Report

Walk-ons

None

Old Business

Ms. Hirning and some parents reported that unbadged parents were having problem getting on-site on the Saturday of the Parents Workday. Apparently, the front gate people (and maybe the weekend people) were not notified of the Parents Workday, and were not aware of the List that was normally used at Gate 4. Mr. Nguyen stated that it was an oversight on his part for not alerting the Security people about the Saturday workday. Mr. Nguyen will try to prearrange with the Security people to use the List at other gates whenever Gate 4 is closed. Ms. Vandersand and other Board members suggested that parents could have used the spouse/family support member badge to gain site access. Mr. Nguyen stated that the badge is for on-site employees' and contractors' spouses or dependents only. Off-site contractors cannot request for family support member badge. Ms. Vandersand suggested Mr. Nguyen to remind parents/members about the family support member badge, and that it could help some unbadged parents getting access to the Childcare Center via any gate.

One parent suggested to have two workday per year, one in the fall and one in the spring, and to put it on the school year calendar for parents to know to plan ahead.

New Business

None

The next meeting will be May 15, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM